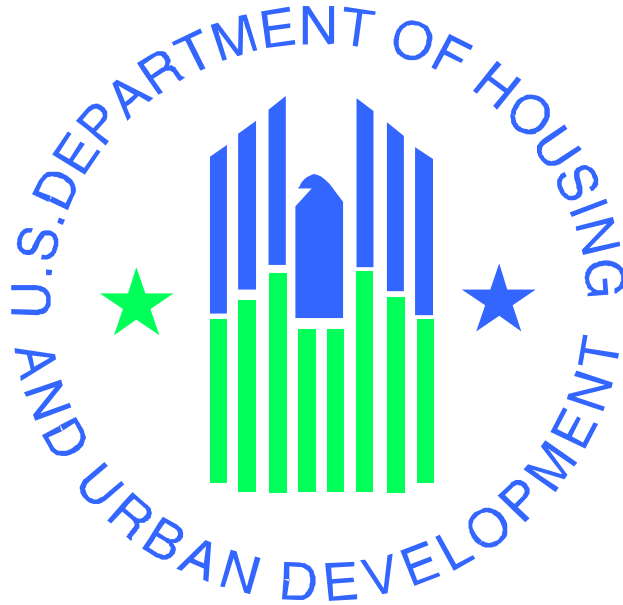


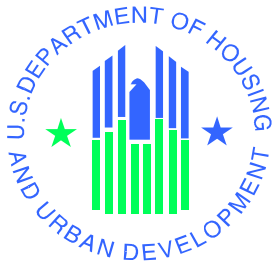
***US Department of Housing and Urban Development
Public and Indian Housing - Real Estate Assessment Center
(PIH-REAC)***



**SDM Define Phase Deliverable
Data Requirements Document**

**For the
Financial Assessment Subsystem – Public Housing
(FASS PH)**

System:	REACS
Subsystem:	FASS-PH
Release:	Release 8.1.0.0
Database Release:	REACS
Doc Type:	SDM Define Phase Deliverable Data Requirements Document
Doc Date:	08/26/2005
Doc Status:	Final
Doc Author:	Avineon Inc.
Doc Number:	1.4
Doc Status	Final



DATA REQUIREMENTS DOCUMENT

*Financial Assessment Subsystem – Public Housing
FASSPH Subsystem*

U.S. Department of Housing and Urban Development

June 2005

Revision Sheet

Release No.	Date	Revision Description
Rev. 1.1	06/08/2005	Initial Revision
Rev. 1.2	06/22/2005	Incorporate Management Review Comments and Add One New Requirement
Rev. 1.3	06/03/2005	Incorporate IT Managers Comments
Rev. 1.4	07/18/2005	Incorporate second round of IT Manager's Comments



Data Requirements Document Authorization Memorandum

I have carefully assessed the Data Requirements Document for the FASS-PH subsystem. This document has been completed in accordance with the requirements of the HUD System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The document is accepted.

_____ The document is accepted pending the changes noted.

_____ The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

Freddie Harrison
FASS-PH IT Manager

DATE

Nicholas Miele
FASS-PH Business Program Manager

DATE

DATA REQUIREMENTS DOCUMENT

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APPENDIX A: HIGH LEVEL DATA FLOW DIAGRAM FOR FASS-PH RELEASE 8.1.0.0

1.0 GENERAL INFORMATION

Section 1.0: General Information

1.0 GENERAL INFORMATION

1.1 Purpose

The Data Requirements Document, (DRD) documents the information gathered regarding the system's data requirements in accordance with HUD SDM document standards (Handbook 2400.15). The internal users and development team of FASS-PH gathered information as a joint effort to identify requirements. This document details the definition of inputs, procedures, and outputs to fulfill the functional requirements defined in Functional Requirements Document Release 8.1.0.0.

1.2 Scope

The scope of the Release 8.1.0.0 is determined by requirements documented in the Release 8.1.0.0 Statement of Work.

These requirements are displayed in a table format. The column header, "#", indicates the sequential order of the requirements. The column header, "Req. #", indicates the requirement number noted in Release 8.1.0.0 Statement of Work Document. The column header, "Title" and "Description", are self-explanatory.

Requirement Table			
#	Req. #	Title	Description
1	2	Line Item G3000-010	First, the DCF/Financial Statement/G3000-010 Type of Audit Report/G3000-060 & G3000-070 will now reflect Fund Type and Opinion of the Fund rather than Program. Auditors should only be entering opinion for funds within the PHA.
2	3	View Prior Fiscal Year Submission Comments	Allow analysts to review prior year submission comments while still reviewing the current FYE submission. This will allow the analyst to review prior submission comments without navigating between multiple submissions.
3	4	Line Item G4200-010 & G4200-050	Modify Line Item G4200-050 to default to "N/A"; if and only if Line Item G4200-010 is selected "No" for Non-Major Programs audited A133, there will be no penalty when this opinion is selected.
4	5	Line Item 1102	New logic will be in place, so that the external user will not be able to enter any amount on Line Item 1102. This new methodology should begin for all 9/30/2005 submissions.
5	6.2	FASS Analyst Column	Modify the FASS Analyst column for the external user inbox only to display the name of the Business Manager or Analyst.
6	6.7	FDS Report	Repair the FDS report page to print correctly from MS Internet Explorer.
7	7.1	Storing Assessment Attachments	Change the storage of permanent file attachments from being part of the UNIX /Windows file system to being stored as Binary Large Objects (BLOB's) in the database. All file attachments need to be stored and retrieved on the REACS database.
8	7.2	HTTPS on port 443 (default)	Remove any instances of http port in ColdFusion templates and replace http port with the relative server.
9	7.7	WASS – Guest Checkbox	WASS will remove the guest checkbox on the Login interface. Have the system automatically recognized a guest user.
10	7.9	Remove Identity Type	Remove identity attribute from the column definition in the

Section 1.0: General Information

Requirement Table			
#	Req. #	Title	Description
		from the Participant Assessment Table.	assessment table and replace the attribute with a stored procedure to find the sequential primary key value.
11	7.10	LOCCS/UDCAPS Storing Data.	Remove storing Line of Credit Control System/ HUD Central Accounting Processing System (LOCCS/UDCAPS) data in permanent tables and pipe the HOCCS/UDCAPS data directly into the REAC database.
12	8	Alter Financial Review Instructions	On the Review Submission Page under the Financial Statement tab the instructions need to be modified. The first bullet of the instructions will be separated into two distinct bullets. The first bullet will read, "Government-Wide Financial Statements, If Applicable." The second bullet will read, "Fund Financial Statements."

1.3 System Overview

The FASS-PH is a subsystem of the Real Estate Assessment Center System (REACS). FASS-PH enables centralized financial analysis that can be used to identify where HUD should focus its limited resources to improve service delivery and manage its housing programs proactively. To achieve this goal, the following objectives have been identified:

- Gather standard financial data pertaining to each Public Housing Agency (PHA) and Section 8 Entity by combining standard fiscal audit information with reporting and compliance factors as defined by the Single Audit Act
- Assess the financial condition of all PHAs and Section 8 Entities using a comprehensive protocol
- Assess financial risk using standard financial data
- Determine an objective, numerical score for each PHA and Section 8 Entity using standard protocols for financial performance review
- Enable HUD staff to focus on the most troubled PHAs and Section 8 Entities based on the risk associated with the score
- Eliminate or address existing material weaknesses identified through IG Audits. This includes mitigating potential risks
- Support HUD's mission
- Implement OMB Circular A-123 compliant policies and procedures
- Support HUD's eGov Strategic Plan
- Automate paper based forms to support the Government Paperwork Elimination Act (GPEA)
- Provide payback as early in the system lifecycle as possible
- Provide significant benefits to HUD
- All new functionality meets the Rehabilitation Act Section 508 requirements

Section 1.0: General Information

System Overview Table	
System and Subsystem Description	
System	Real Estate Assessment Center System (REACS)
Subsystem	Financial Assessment Subsystem - Public Housing (FASS-PH)
Responsible Party Description	
Sponsor	Public and Indian Housing – Real Estate Assessment Center (PIH-REAC)
Requirements	Avineon Inc.
Design	Avineon Inc.
Development	Avineon Inc.
System and Integration	Avineon Inc., DCG
Testing	
User Acceptance Testing	To be determined by PIH-REAC Management
Deployment	Avineon Inc., DCG
Maintenance	Avineon Inc., DCG
System Environment, Code, and Category: and Operational Status Description	
PCAS	307820
System Code	P093
System Category	Non - Major
Operational Status	Operational
System Environment	Web Based

1.4 Project References

The following documents are available to provide a comprehensive understanding of the PHA financial assessment process. Most documents are available via the PIH-REAC Document Library. Additionally, several of the documents listed below are available through the PHA Financial Assessment Internet site at <http://www.hud.gov/offices/reac/products/prodpha.cfm>.

References Table	
Document Name	Date
FASS-PH 8.1.0.0	
FASS-PH Release 8.1.0.0 SDM Needs Statement Document	05/23/2005
FASS-PH Release 8.1.0.0 SDM Initiate Phase – Feasibility Study	06/10/2005
FASS-PH Release 8.1.0.0 SDM Initiate Phase – Cost/Benefit Analysis	06/10/2005
FASS-PH Release 8.1.0.0 SDM Initiate Phase – Risk Analysis	06/09/2005
FASS-PH Release 8.1.0.0 Assessment Package	05/23/2005
FASS-PH 8.0.0.0	
FASS-PH Release 8.0.0.0 SDM Data Requirements Document	11/13/2003
Policies	
PHAS: Physical Condition Scoring Process and Financial Condition Scoring Process	10/21/2003
Changes to the Public Housing Assessment System (PHAS); Proposed Rule, 24 CFR Part 902	02/06/2003
PHAS; Notice Adopting Interim Scoring Methodologies for PHAS Physical Condition and Financial Conditions Indicators	03/15/2002
PHAS Information About PHAS Interim Scoring Methodology for PHAS With Fiscal Years Ending On or After September 30, 2001: Introduction; Notice	11/26/2001
PHAS; Financial Condition Scoring Process Notice	12/21/2000
PHAS Financial Condition Scoring Process	06/28/2000

Section 1.0: General Information

References Table

Document Name	Date
Uniform Financial Reporting Standards: 24 CFR Part 5, et al	03/27/2000
Technical Correction to PHAS Final Rule	06/06/2000
Public Housing Assessment System (PHAS) Amendments; Final Rule," 24 CFR Part 902	01/11/2000
PHAS Proposed Amendments to 24 CFR Part 902	06/22/1999
Public Housing Assessment System; Financial Condition Scoring Process Notice	06/23/1999
Uniform Financial Reporting Standards for HUD Housing Programs; Final Rule," 24 CFR Part 5, et al	09/1/1998
Public Housing Assessment System Final Rule," 24 CFR Parts 901 and 902	09/1/1998
Additional References	
OMB: "Information Collection; Request for Public Comments.	08/15/2003
Federal Audit Clearinghouse (FAC) Summary of Proposed Changes to the Data Collection Form (SF-SAC)	08/15/2003
Draft Data Collection Form (SF-SAC) for Fiscal Year Ending Dates in 2004, 2005, or 2006	08/15/2003
Instructions for Completing Form SF-SAC, ... for Fiscal Periods Ending in 2004, 2005, or 2006	08/15/2003
Summary of Changes to SF-SAC	11/16/2000
Financial Data Schedule Line Definitions and Crosswalk Guide	09/14/2001
HUD PHA GAAP Conversion Guide," 01/31/2000.	N/A
Detailed System Requirements Document for the AFS Version 2.0."	N/A
Annual Financial Data Submission Requirements for the AFS Version 2.0."	N/A
Addendum to the Data Standardization Results for the AFS Version 2.0."	N/A
System Development Methodology Release 6.01," January 2000.	N/A
Preliminary Scoring Methodology and Thresholds for Financial Indicators	06/30/1999
Financial Indicators Methodology & Analysis Guide	12/14/1999
PHA Financial Assessment Lab Financial Assessment Operations Design and Procedures	03/31/1999
Financial Assessment Lab – Business Process Documentation and Flow Maps	09/21/1999
PHAS Appeals Business Process	11/28/2000
HUD Business Resumption Plan	10/2000

1.5 Acronyms and Abbreviations

The following table defines terms and acronyms used through throughout this document.

Term	Definition
APP	Annual Performance Plan
CCD	Change Control Board
CFDA	Catalog of Federal Domestic Assistance
DCF	Data Collection Form
DCG	Development Coordination Group
EIN	Employer Identification Number
FASS	Financial Assessment Subsystem
FASS-PH	Financial Assessment Subsystem – Public Housing
FDS	Financial Data Schedule
FRD	Functional Requirements Document
FY	Fiscal Year
FYE	Fiscal Year End
GAAP	Generally Accepted Accounting Principles

Section 1.0: General Information

GAGAS	Generally Accepted Government Auditing Standards
GASB	Governmental Accounting Standards Board
GPEA	Government Paperwork Elimination Act
HA(S)	Housing Authority
HTML	Hypertext Markup Language
HUD	Department of Housing and Urban Development
HUD OIG	HUD Office of Inspector General
HUDCAPS	HUD Central Accounting Processing System
HUDWeb	HUD's Intranet Web Site
IG	Inspector General
IPA	Independent Public Accountant
IT	Information Technology
JAD	Joint Application Development
LOCCS	Line of Credit Control System
LPF	Late Presumptive Failure
NASS	Integrated Assessment Subsystem
OMB	Office of Management and Budget
PASS	Physical Assessment Subsystem
PD&R	Policy Development and Research
PH	Public Housing
PHA(s)	Public Housing Agency/Public Housing Authority
PHAS	Public Housing Assessment System
PIH	Public Indian Housing
PIH-REAC	Public Indian Housing - Real Estate Assessment Center
POC	Points of Contact
QA	Quality Assurance
QASS	Quality Assurance Subsystem
RASS	Resident Satisfaction Assessment Subsystem
REAC	Real Estate Assessment Center
REACS	Real Estate Assessment Center System
SAC	PHAS invalidation action code
SQL	Standard Query Language
TAC	Technical Assistance Center (formerly the Customer Service Center)
TBD	To Be Defined
UFI	Unique Fee Accountant Identifier
UFRS	Unified Financial Recording Standards
UII	Unique IPA Identifier
WASS	Web Access Security System
WDDX	Web Dynamic Exchange
XML	eXtensible Mark-up Language

Section 1.0: General Information

1.6 Points of Contact

1.6.1 Information

The following table lists Points of Organizational Contact (POC's). The following table lists Points of Organizational Contact (POC's).

Points of Organizational Contacts Table				
Contact Name	Organization	Position	Telephone Number	Email
Nicholas Miele	PIH-REAC	FASS-PH Business Program Manager	202-475-8788	Nicholas_X_Miele@hud.gov
Steve Bolden	PIH-REAC	FASS-PH Assessment Manager for Systems Operations	202-475-8706	Steve_A_Bolden@hud.gov
Freddie Harrison	PIH-REAC	FASS-PH IT Manager	202-475-8639	Frieddie_Harrison@hud.gov
Keith Bennett	Avineon Inc.	Project Manager	202-475-8903	Keith_Bennet@HUD.gov
Joneff Chung	Avineon Inc.	FASS-PH Requirements Lead	202-475-8889	Joneff_Chung@HUD.gov
Surafiel Berek	Avineon Inc.	FASS-PH Development Lead	202-475-8828	Surafiel_Berek@HUD.gov
Mohammed Hasan (Ashraf)	Avineon Inc.	FASS-PH Maintenance Lead	202-475-8898	Mohammed_A_hasan@HUD.gov

1.6.2 Coordination

FASS-PH will coordinate with the following organizations to successfully implement the FASS-PH functionality:

Coordination Table	
Organization	Support Function
PIH-REAC	Business Requirements Support, Project Management
Avineon	Requirements, Design, Development, Testing, Installation, Deployment, Maintenance, Technical Support /Operations, Project Management
DCG	Customer Support/Operations, Development Coordination, Integration Test Coordination, Deployment, and Maintenance
HUD IT	Implementation Coordination
FASS-PH Lab	Business Requirements Support
WASS	Web-based Systems Security
NASS	PHAS Integrated Scoring
QASS	IPA referral information

Section 1.0: General Information

Listed below are the coordination dates that each Real Estate Assessment Center System (REACS) must achieve in order to adhere to the August 26, 2005 release date.

Code Locked Date	Integration Test Start Date	Integration Test End Date	Final HARTS Request Submission Date	Release Date
08/01/2005	07/13/2005	08/08/2005	08/12/2005	08/26/2005

2.0 DATA DESCRIPTION

Section 2: Data Description

2.0 DATA DESCRIPTION

2.1 Logical Database Design

FASS-PH Development Team anticipates modifications to the database for the implementation of workload management. FASS-PH Development Team will coordinate with DCG to finalize all database changes. In addition, tables will be added to the reporting server to incorporate the Data Warehouse updates.

2.2 Data Characteristics and Categorization

The table in the following section will provide detailed information on required data elements for Release 8.1.0.0.

2.2.1 Static Data

The following table defines the data items for the Data Collection Form that will be included for the version 5 unaudited submissions. The data items are defined by submission type, data type, negative values accepted, mandatory field, associated business rules and corresponding error messages. The version 5 audited submission data items based on the proposed OMB SF-SAC changes are subject to change. Areas that are highlighted are awaiting confirmation from the FASS-PH business team.

Submission Types:

- A1 = Audited/ A-133 Audit
- A2 = Audited/ Non A-133 Audit
- U1 = Unaudited/ A-133 Audit
- U2 = Unaudited/ Non A-133 Audit
- U3 = Unaudited/ No Audit

Legend for Submission Type columns:

- X = Element is included on Version 5 template
- R = Element is not included on Version 5 template but exists on Version 3 and 4 templates
- C = Change to existing line items and/or business rules
- N = New element in Version 5

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
X	X	X	X	X		G9000-010	Fiscal Year Ending Date	D		Y	Format as MM/DD/YYYY. User enters year.	
-	-	R	R	R		G2000-011	Type of Circular A-133 Audit Forthcoming	S		Y	User may enter Single Audit or Program Specific Audit. Flag if Program Specific Audit.	
X	-	-	-	-		G2000-010	Type of Circular A-133 Audit	S		Y	User may enter Single Audit or Program-specific Audit. Flag if Program-specific Audit.	
-	-	X	X	X		G2000-021	Reporting Period Covered	S		Y	Flag periods other than annual. User may select Annual, Biennial, or Other.	
X	X	-	-	-		G2000-020	Audit Period Covered	S		Y	Flag periods other than annual. User may select Annual, Biennial, or Other.	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
-	-	X	X	X		G2000-031	Reporting Period Covered (Months)	N		Y	Must be a number 1 through 24. Mandatory if G2000-021 is Other.	G2000-031 If you have selected "OTHER" as the Reporting Period Covered (element # G2000-021), then you must indicate the number of months covered by an audit by entering a value 1 through 24 in the line Reporting Period Covered - Months (element #G2000-031). Please verify that the correct reporting periods have been entered in G2000-021 and G2000-031.
X	X	-	-	-		G2000-030	Audit Period Covered (Months)	N		Y	Must be a number 1 through 24. Mandatory if G2000-020 is Other.	
X	X	X	X	X		G9000-020	Employer Identification Number	N		Y	Must be nine digits and only numeric characters.	G9000-020 The Employer Identification Number must be a nine-digit number with no spaces, dashes, etc. This field can contain only numeric characters. Please verify that nine digits have been entered in G9000-020.
X	X	X	X	X		G2000-040	Multiple EIN Indicator			Y	User may enter yes or no. If yes, flag and display Details link.	This field is mandatory. Please enter a valid value for account number G2000-040.

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
C	C	C	C	C		Version 5: G9000-020.1 through G9000-020.60 Version 3,4 G9000-020.1 through G9000-020.75	Multiple EIN 1-60 Multiple EIN 1-75		N		Version 5: G9000-020.1 is required if G2000-040 = Yes. G9000-020.2 – G9000-020.60 are not mandatory. Versions 3,4: G9000-020.1 is required if G2000-040 = Yes. G9000-020.2 – G9000-020.75 are not mandatory.	You must complete the Multiple EIN Details page if you have selected Yes for G2000-040 (Multiple EIN Indicator).
N	-	N	-	-		G9000-030	Data Universal Numbering System (DUNS) Number	N		Y	Must be nine digits and only numeric characters.	G9000-030 The Data Universal Numbering System (DUNS) Number must be a nine-digit number with no spaces, dashes, etc. This field can contain only numeric characters. Please verify that nine digits have been entered in G9000-030.
N	-	N	-	-		G2000-050	Multiple DUNIndicator				User may enter yes or no. If yes, flag and display Details link.	This field is mandatory. Please enter a valid value for account number G2000-050.
N	-	N	-	-		G9000-030.1 through G9000-030.40	Multiple DUNS 1-40		N		G9000-030.1 is required if G2000-050 = Yes. G9000-030.2 – G9000-030.40 are not mandatory.	You must complete the Multiple EIN Details page if you have selected Yes for G2000-050 (Multiple EIN Indicator).

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
-	-	X	X	X		G9100-011	Entity Name	S		Y	Defaults to PHA Name data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	
X	X	-	-	-		G9100-010	Auditee Name	S		Y	Defaults to PHA Name data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	
-	-	X	X	X		G9100-021	Entity Street Address Line 1	S		N	Defaults to PHA Address Street data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	
X	X	-	-	-		G9100-020	Auditee Street Address Line 1	S		N	Defaults to PHA Address Street data contained in FASS. User will be able to view but not change the data, as it will not be stored in REAC.	
-	-	X	X	X		G9100-031	Entity Street Address Line 2	S		N	Defaults to PHA Address Street data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
X	X	-	-	-		G9100-030	Auditee Street Address Line 2	S		N	Defaults to PHA Address Street data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	
-	-	X	X	X		G9100-041	Entity City	S		Y	Defaults to PHA City data contained in FASS. User will be able to view but not change the data, as it will not be stored in REAC.	
X	X	-	-	-		G9100-040	Auditee City	S		Y	Defaults to PHA City data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	
-	-	X	X	X		G9100-051	Entity State	S		Y	Defaults to PHA State data contained in FASS. User will be able to view but not change the data, as it will not be stored in REAC.	
X	X	-	-	-		G9100-050	Auditee State	S		Y	Defaults to PHA State data contained in FASS. User will be able to view but not change the data as it will not be stored in REAC.	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
-	-	X	X	X		G9100-061	Entity Zip Code		N	Y	Display PHA Zip Code data contained in the REACS database. This field will be read-only. The ZIP code must be displayed as a five digit alphanumeric zip code (i.e. 00000).	
-	-	X	X	X		G9100-066	Entity Zip Code Extension		N	N	Display PHA Zip Code extension data contained in the REACS database. This field will be read-only. The Entity Zip Code Extension will display the last four digits of the alphanumeric ZIP+4 value. If the four-digit suffix is NULL in the REACS database, display '0000.'	
X	X	-	-	-		G9100-060	Auditee Zip Code		N	Y	Display PHA Zip Code data contained in the REACS database. This field will be read-only. The ZIP code must be displayed as a five digit alphanumeric zip code (i.e., 00000).	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A 1	A 2	U 1	U 2	U 3								
X	X	-	-	-		G9100-065	Auditee Zip Code Extension		N	N	Display PHA Zip Code extension data contained in the REACS database. This field will be read-only. The Auditee Zip Code Extension will display the last four digits of the alphanumeric ZIP+4 value. If the four-digit suffix is NULL in the REACS database, display '0000.'	
-	-	X	X	X		G2100-011	Entity Contact First Name	S		Y		
X	X	-	-	-		G2100-010	Auditee Contact First Name	S		Y		
-	-	X	X	X		G2100-021	Entity Contact Middle Initial	S				
X	X	-	-	-		G2100-020	Auditee Contact Middle Initial	S				
-	-	X	X	X		G2100-031	Entity Contact Last Name	S		Y		
X	X	-	-	-		G2100-030	Auditee Contact Last Name	S		Y		
-	-	X	X	X		G2100-041	Entity Contact Title	S		Y		
X	X	-	-	-		G2100-040	Auditee Contact Title	S		Y		

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
-	-	X	X	X		G2100-051	Entity Contact Telephone	N		Y	Must be ten digits and only numeric characters.	G2100-051 The Entity Contact Telephone must be a ten-digit number. This field can contain only numeric characters with no spaces, dashes, etc. Please verify that ten digits have been entered in G2100-051.
X	X	-	-	-		G2100-050	Auditee Contact Telephone	N		Y	Must be ten digits and only numeric characters.	G2100-050 The Auditee Contact Telephone must be a ten-digit number. This field can contain only numeric characters with no spaces, dashes, etc. Please verify that ten digits have been entered in G2100-050.
-	-	X	X	X		G2100-061	Entity Contact Extension	S				
X	X	-	-	-		G2100-060	Auditee Contact Extension	S				
-	-	X	X	X		G2100-071	Entity Contact Fax	N		N	Must be ten digits and only numeric characters.	G2100-071 The Entity Contact Fax must be a ten-digit number. This field can contain only numeric characters with no spaces, dashes, etc. Please verify that ten digits have been entered in G2100-071.

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A 1	A 2	U 1	U 2	U 3								
X	X	-	-	-		G2100-070	Auditee Contact Fax	N		N	Must be ten digits and only numeric characters.	G2100-070 The Auditee Contact Fax must be a ten-digit number. This field can contain only numeric characters with no spaces, dashes, etc. Please verify that ten digits have been entered in G2100-070.
-	-	X	X	X		G2100-081	Entity Contact E-mail	S		Y		This field is mandatory. Please enter a valid value for account number G2100-081.
X	X	-	-	-		G2100-080	Auditee Contact E-mail	S		Y		This field is mandatory. Please enter a valid value for account number G2100-080.
X	X	X	X	X		G2100-090	Date Approved by Certifying Official	D		Y	Format as MM/DD/YYYY. Date must be less than or equal to submission date.	
X	X	X	X	X		G2100-100	Certifying Official First Name	S		Y		
X	X	X	X	X		G2100-110	Certifying Official Middle Initial	S				
X	X	X	X	X		G2100-120	Certifying Official Last Name	S		Y		
X	X	X	X	X		G2100-130	Certifying Official Title	S		Y		

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A 1	A 2	U 1	U 2	U 3								
C	C	-	-	-		G2200-005	UII	N	N	Y	G2200-005 must be a five (5)-digit number matching the UII for the auditor of the financial statements. The following system business rules apply to G2200-005: <ul style="list-style-type: none"> User must enter a five (5)-digit number. User must enter a value with a match in the QASS table. User must enter an active UII number (one that is not terminated by QASS). User must enter a UII that is registered in QASS to perform either 1) audit/attest work or 2) both audit/attest work and fee accounting work. 	<ul style="list-style-type: none"> The UII number you entered has been terminated by REAC and is no longer valid. You cannot complete your submission without a valid UII number. Please verify that you have entered the correct number. There was no match found for the UII number you entered. Please verify that you have entered the correct number. The UII number you entered is not registered for audit work. Please verify that you have entered the correct number. If necessary, please login to the QASS system to update your UII profile.
X	X	X	X	-		G2200-010	Auditor Name	S		Y		

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A 1	A 2	U 1	U 2	U 3								
X	X	X	X	-		G2200-020	Auditor Street Address	S		Y		
X	X	X	X	-		G2200-030	Auditor Street Address 2	S		N		
X	X	X	X	-		G2200-040	Auditor City	S		Y		
X	X	X	X	-		G2200-050	Auditor State	S		Y		
X	X	X	X	-		G2200-060	Auditor Zip Code		N	Y	For the audited and unaudited templates, display Auditor's Zip Code data contained in the REACS database. This field will be read-only. The ZIP code must be displayed as a five-digit alphanumeric zip code (i.e. 00000). For the unaudited templates, allow entry of a 5-digit ZIP.	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
X	X	X	X	-		G2200-065	Auditor Zip Code Extension		N	N	For the audited and unaudited templates, display Auditor's Zip Code extension data contained in the REACS database. This field will be read-only. The Auditor Zip Code Extension will display the last four digits of the alphanumeric ZIP+4 value. If the four-digit suffix is NULL in the REACS database, display '0000. For the unaudited templates, allow entry of a 4-digit ZIP extension. The 4-digit ZIP extension is not mandatory.	
X	X	X	X	-		G2200-070	Auditor Contact First Name	S		Y		
X	X	X	X	-		G2200-080	Auditor Contact Middle Initial	S		N		
X	X	X	X	-		G2200-090	Auditor Contact Last Name	S		Y		
X	X	X	X	-		G2200-100	Auditor Contact Title	S		Y		

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
X	X	X	X	-		G2200-110	Auditor Contact Telephone	N		Y	Must be ten digits and only numeric characters.	G2200-110 The Auditor Contact Telephone must be a ten-digit number. This field can contain only numeric characters with no spaces, dashes, etc. Please verify that ten digits have been entered in G2200-110.
X	X	X	X	-		G2200-120	Auditor Contact Extension	S				
X	X	X	X	-		G2200-130	Auditor Contact Fax	N		N	Must be ten digits and only numeric characters.	G2200-130 The Auditor Contact Fax must be a ten-digit number. This field can contain only numeric characters with no spaces, dashes, etc. Please verify that ten digits have been entered in G2200-130.
X	X	X	X	-		G2200-140	Auditor Contact E-mail	S		Y		This field is mandatory. Please enter a valid value for account number G2200-140. If necessary, please login to the QASS system to update your UII profile.
-	-	-	-	-		G2300-011	Indicator-Whether the Entity Has Either a Federal Cognizant or Oversight Agency for the Forthcoming Audit	S		Y	Default to Cognizant; User may select: Cognizant or Oversight. This line item exists for Versions 1 and 2 only.	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A 1	A 2	U 1	U 2	U 3								
-	-	-	-	-		G2300-010	Indicator- Whether the Auditee Has Either a Federal Cognizant or Oversight Agency for Audit	S		Y	Default to Cognizant; User may select: Cognizant or Oversight. This line item exists for Versions 1 and 2 only.	
R	-	-	-	-		G2300-015	Did the auditee expend more than \$25,000,000 in Federal awards during the fiscal year?			Y	Default to None. User must select either Yes or No. This line item exists for Version 3 and 4 submissions only.	This field is mandatory. Please enter a yes or no for the value in account number G2300-015.
-	-	R	-	-		G2300-016	Did the entity expend more than \$25,000,000 in Federal awards during the fiscal year?			Y	Default to None. User must select either Yes or No. This line item exists for Version 3 and 4 submissions only.	This field is mandatory. Please enter a yes or no for the value in account number G2300-016.
-	-	-	-	-		G2300-020	Name of Cognizant or Oversight Agency	S		Y	Default to HUD; User may select one of the options provided in OMB A-133 Circular (OMB No. 0348-0057) Part 1, Item 9. This line item exists for Versions 1 and 2 only.	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
R	-	R	-	-		G2300-025	Select a Cognizant Agency if Yes is selected for G2300-015 or G2300-016				Default to None. User must select a value other than None if G2300-015 or G2300-016 = Yes. This line item exists for Version 3 and 4 submissions only.	If you have selected "Yes" for G2300-015 or G2300-016, then you must select a cognizant agency in element # G2300-025.
-	-	-	-	-		G2300-030	Enter name if 'Other' is selected for G2300-020	S		Y	This line is required if the value of G2300-020 is Other. This line item exists for Versions 1 and 2 only.	If you have selected "Other" for Name of Cognizant or Oversight Agency (element # G2300-020), then you must enter the name of the federal cognizant or oversight agency in element # G2300-030.
R	-	R	-	-		G2300-035	Enter name if Other is selected for G2300-025				This line is required if the value of G2300-025 is Other. This line item exists for Version 3 and 4 submissions only.	If you have selected "Other" for Select a Cognizant Agency (element # G2300-025), then you must enter the name of the federal cognizant agency in element # G2300-035.
N	N	N	N	N		G2400-010	Does the PHA use a Fee Accountant ?			Y	Default to None. User must select either Yes or No.	This field is mandatory. Please enter a yes or no for the value in account number G2400-010.

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A 1	A 2	U 1	U 2	U 3								
N	N	N	N	N		G2400-020	If "Yes" is selected for G2400-010, enter the Fee Accountant Identifier				<p>G2400-020 must be a five (5)-digit number matching the UFI for the fee accountant. The following system business rules apply to G2400-020:</p> <ul style="list-style-type: none"> User must enter a five (5) digit number. User must enter a value with a match in the QASS table. User must enter an active UFI number (one that is not terminated by QASS). User must enter a UFI that is registered in QASS to perform either 1) fee accountant work or 2) both audit/attest work and fee accounting work. User cannot enter the same value for G2400-020 and 	<ul style="list-style-type: none"> The UFI number you entered has been terminated by REAC and is no longer valid. You cannot complete your submission without a valid UFI number. Please verify that you have entered the correct number. There was no match found for the UFI number you entered. Please verify that you have entered the correct number. The UFI number you entered is not registered for fee accounting work. Please verify that you have entered the correct number. If necessary, please login to the QASS system to update your UFI profile. The UFI and UFI values cannot be the same. Please update either G2200-005 or G2400-020.
						Data Requirements Document		Page 2-17			G2200-005.	06/10/2005

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
N	N	N	N	N		G2400-030	Fee Accountant Name			Y	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	
N	N	N	N	N		G2400-040	Fee Accountant Street Address			Y	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	
N	N	N	N	N		G2400-050	Fee Accountant Street Address 2			N	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
N	N	N	N	N		G2400-060	Fee Accountant City			Y	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	
N	N	N	N	N		G2400-070	Fee Accountant State			Y	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	
N	N	N	N	N		G2400-080	Fee Accountant Zip Code			Y	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
N	N	N	N	N		G2400-085	Fee Accountant Zip Code Extension			N	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	
N	N	N	N	N		G2400-090	Fee Accountant Contact First Name			Y	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	
N	N	N	N	N		G2400-100	Fee Accountant Contact Middle Initial			N	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
N	N	N	N	N		G2400-110	Fee Accountant Contact Last Name			Y	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	
N	N	N	N	N		G2400-120	Fee Accountant Contact Title			Y	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	
N	N	N	N	N		G2400-130	Fee Accountant Contact Telephone			Y	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
N	N	N	N	N		G2400-140	Fee Accountant Contact Extension			N	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	
N	N	N	N	N		G2400-150	Fee Accountant Contact Fax			N	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	
N	N	N	N	N		G2400-160	Fee Accountant Contact E-mail			Y	This is a read only field. This element should only display if the value of G2400-010 is Yes and a valid UFI has been entered in G2400-020. Retrieve data from the audit_firm table.	
X	X	R	R	R		G3000-005	Financial Statements Using Basis Other Than GAAP	S		Y	User may select: Yes, No	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A 1	A 2	U 1	U 2	U 3								
X	X	-	-	-		G3000-010	Type of Audit Report	S		Y	Default to None. User must select from the following: Unqualified Opinion, Qualified Opinion, Adverse Opinion, or Disclaimer of Opinion. If Unqualified Opinion is selected, no other opinions can be selected. If Unqualified Opinion is not selected, any combination of Qualified Opinion, Adverse Opinion, and/or Disclaimer of Opinion is allowed.	
-	-	R	R	-		G3000-011	Type of Audit Report to Follow	S		Y	Default to None. User must select from the following: Unqualified Opinion, Qualified Opinion, Adverse Opinion, or Disclaimer of Opinion.	This field is mandatory. Please enter a valid value for Type of Audit Report to Follow (element # G3000-011).
-	-	-	-	R		G3000-012	If Audited, the Most Likely Type of Audit Report	S		Y	Default to None. User must select from the following: Unqualified Opinion, Qualified Opinion, Adverse Opinion, or Disclaimer of Opinion.	This field is mandatory. Please enter a valid value for If Audited, the Most Likely Type of Audit Report (element # G3000-012).

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
X	X	R	R	R		G3000-020	"Going Concern" Indicator	S		Y	User may select: Yes or No.	
X	X	R	R	R		G3000-030	Reportable Condition Indicator	S		Y	User may select: Yes or No.	If you have selected "No" in G3000-030, then you must select "No" in G3000-040.
X	X	R	R	R		G3000-040	Material Weakness Indicator	S		Y	User may select: Yes or No.	
X	X	R	R	R		G3000-050	Material Noncompliance Indicator	S		Y	User may select: Yes or No.	
-	-	R	-	-		G4000-011	Type of Audit Report on Major Program Compliance to Follow	S		Y	Default to None. User must select from the following: Unqualified Opinion, Qualified Opinion, Adverse Opinion, No Opinion or Disclaimer of Opinion.	
-	-	-	R	-		G4000-013	Type of Audit Opinion on Compliance to Follow	S		Y	Default to None. User must select from the following: Unqualified Opinion, Qualified Opinion, Adverse Opinion, No Opinion or Disclaimer of Opinion.	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A 1	A 2	U 1	U 2	U 3								
-	-	-	-	R		G4000-012	If Audited - The Most Likely Type of Audit Opinion on Compliance	S		Y	Default to None. User must select from the following: Unqualified Opinion, Qualified Opinion, Adverse Opinion, No Opinion or Disclaimer of Opinion.	
X	-	-	-	-		G4000-010	Type of Audit Report on Major Program Compliance	S		Y	Default to None. User must select from the following: Unqualified Opinion, Qualified Opinion, Adverse Opinion, No Opinion or Disclaimer of Opinion.	
-	X	-	-	-		G4000-014	Type of Audit Opinion on Compliance	S		Y	Default to None. User must select from the following: Unqualified Opinion, Qualified Opinion, Adverse Opinion, No Opinion or Disclaimer of Opinion.	
X	-	R	-	-		G4000-020	Dollar threshold used to distinguish Type A and Type B programs	N	N	Y		This field is mandatory. Please enter a valid value for account number G4000-020.
X	-	-	-	-		G4000-030	Low-Risk Auditee Indicator	S		Y	User may select: Yes or No.	

Section 2: Data Description

- = Element is not applicable to the submission type						Account Number	Account Title	Data Type	Neg Value Allowed (Default is "No")	Mand. (Default is "No")	Editing and Business Rules	Error Messages
A1	A2	U1	U2	U3								
-	-	R	R	R		G4000-041	Indicator - Any Potential Audit Findings that are Reportable	S		Y	User may select: Yes or No.	
X	X	-	-	-		G4000-040	Indicator- Any audit findings disclosed that are required to be reported	S		Y	User may select: Yes or No.	
X	-	R	-	-		G4000-050	Federal Agencies Required to Receive the Reporting Package	S	N	Y	.	
X	-	R	-	-		G4000-060	Enter name if Other is selected for G4000-050.	S	N	N		If you have selected "Other" for Federal Agencies to Receive the Reporting Package (element # G4000-050), then you must enter the name of the federal agency in element #G4000-060.
X		R				G4000-061	Enter name if Other is selected for G4000-050 and there are two "other" federal agencies required to receive the reporting package.	S	N	N		If you have selected "Other" for Federal Agencies to Receive the Reporting Package (element # G4000-050) and there are two "other" federal agencies, then you must enter the name of the second federal agency in element #G4000-061.

In addition, to support the flag to indicate audit findings the following elements will be included as part of the review process:

Section 2: Data Description

Description	Possible Value(s)
Does this PHA have open audit findings and/or qualifications?	Yes No
Auditor's Opinion on Financial Statements (Qualified or Disclaimer)	Yes No
Report on Compliance and Internal Controls over Compliance in Accordance with OMB Circular A-133	Yes No
Report on Compliance and Internal Controls over Financial Reporting	Yes No
Findings Open – Current Year	>=0
Findings Open – Prior Year	>=0

An automatic e-mail will be sent to the Field Office to inform them of audit findings. The automatic correspondence will only be sent for approved FASS-PH submissions with the audit finding indicator. FASS-PH will coordinate with NASS to implement the automatic correspondence.

2.2.2 Dynamic Input Data

LOGICAL GROUP NAME: Input Attachments	
Data element name	Attachments
Synonymous name	File
Type	Binary Large Object, BLOB
Definition	A PHA submissions' attachments stored in the REAC Database
Format	Rich Text
Range of values or discrete values	Not Applicable
Unit of measurement	One per table record
Precision (e.g., number of decimal places)	Not Applicable
Data item names, abbreviations, and codes	
Characteristics, such as accuracy, validity, timing, and capacity	Not Applicable

Section 2: Data Description

LOGICAL GROUP NAME: Store LOCCS/HUDCAPS	
Data element name	Temp Tables
Synonymous name	Not Applicable
Type	Database temp tables
Definition	To store temporarily store data in table tables that will be the temp tables will be dropped at later date
Format	Not Applicable
Range of values or discrete values	Not Applicable
Unit of measurement	Not Applicable
Precision (e.g., number of decimal places)	Not Applicable
Data item names, abbreviations, and codes	
Characteristics, such as accuracy, validity, timing, and capacity	Not Applicable

2.2.3 Dynamic Output Data

Release 8.1.0.0 will not change any data during normal system execution or online operations.

2.2.4 Internally Generated Data

Internally generated data will not be impacted by modifications for FASS-PH Release 8.1.0.0.

2.3 Data Constraints

Data constraints for the FASS-PH subsystem rely mainly on the limitations of the Sybase 12.5 database server, on which information is stored. The following table lists some of the limitations of the data types specific to the Sybase 12.5 database environment:

Data type	Range
Char	1 to 255
Text	Up to 2,147,483,647 characters
Datetime	Jan 1, 1973 to Dec 31, 9999 at 3-millisecond intervals
Small Datetime	Jan 1, 1990 to Jun 6, 2079 at 1 second intervals
Int (integer)	± 2,147,483,647
Small Int	± 32,767
Tinyint	0 through 255
Float	Machine-dependent
Double Precision	Machine-dependent
Real	Machine-dependent
Money	± \$922,337,203,685,477.5087
Binary Large Object (BLOB)	Machine-dependent

2.4 Data Retention

The following are data retention requirements:

Section 2: Data Description

- Business data will be stored in the Sybase database.
- Data will not be removed from the database unless authorized by the REAC System Coordinator.
- Data will be stored for at least 3 years in the database, at which point it may be archived.

The FASS-PH Development Team is not responsible for storing or maintaining archived data from the REACS database. This task is handled by DCG. Refer to HUD Handbook 2229.1 Records Disposition Scheduling for Automated System for further information on data retention.

2.5 Impacts

Impacts of the proposed changes are anticipated to this release. Discussions are still underway with DCG to determine the final data requirements. The impacts will be documented in the Design Phase documents.

2.5.1 Equipment

No additional equipment will be required for this release.

2.5.2 Software

No additional software will be required for this release.

2.5.3 Organization

No change in organization will be required for this release.

2.6 Data Storage

As stated above in section 4.1.4, the FASS-PH subsystem is not responsible for the backup or archival of data from the REACS database. This task is handled by DCG. Refer to HUD Handbook 2229.1 Records Disposition Scheduling for Automated System for further information on data storage.

2.7 Scales of Measurement

The FASS-PH subsystem will not require measurement scales for data stored within the database.

2.8 Measurement Conversion Factors

Data conversion is not applicable to FASS-PH Release 8.1.0.0.

2.9 Frequency of Update and Processing

Input Attachments data element will be insert at random. This element updates the dbo.submission_line_item_doc table only when a external user is attaching a Excel or Word document to an PHA submission.

When LOCCS/UDCAPS data is loaded into the FASS-PH, the Store LOCCS/UDCAPS data element is stored as temp tables, and will be dropped [deleted from the database], once the LOCCS/UDCAPS data is stored correctly with in the REAC database.

Section 3: Data Handling

3.0 DATA HANDLING

Section 3: Data Handling

3.0 DATA HANDLING

3.1 Source of Input

The following table identifies new methods for data to be entered into the FASS-PH subsystem.

Data Element Name	Source of Input (organization, operator, or workstation)	Frequency of input from source	Is source internal to HUD or external?	Does source interface directly with system?	Description of interfacing or transmitting source
Input Attachments	External Users	0 to Many	External	No	Data Collection Form
LOCCS-HUDCAPS	FASS-PH Team	Quarterly	Internal	Yes	Input screen/Data file

3.2 Medium and Device

3.2.1 Input Medium and Device

FASS-PH Release 8.1.0.0 will not change the existing input medium and devices. Submission data will continue to be submitted electronically to the FASS-PH subsystem via the Internet or Intranet. Users will complete forms designed by the FASS-PH development team to submit the data. Additionally, the XML interface will still allow users to enter draft data into the FASS-PH subsystem without the use of the web interface. The data submitted via the XML interface must comply with the FASS-PH schemas.

3.2.2 Output Medium and Device

Data will be output through the FASS-PH subsystem via the Intranet or Internet. The FASS-PH subsystem will provide both external and internal users with interfaces for generating reports with data already contained within the system.

3.3 Recipients

Internal users only will have access to upload LOCCS/UDCAPS data.

3.4 Data Collection Procedures

Existing data collection procedures will be maintained with FASS-PH Release 8.0.0.0. The subsystem will collect data from the user via web pages and/or the XML Interface. The web pages will supply the user with fields for data entry. Upon the entry of data into these fields, the user can then choose to save the data into the REACS database for future reference. The information will be transferred over an Internet connection to the REACS database. There, the user can access the stored data, update the stored data, delete the stored data (in some cases), and submit the stored data to REAC for review.

The XML Interface utilizes the same security measures implemented in the current web page interface. All external users submitting data to the system are required to have a valid external user ID and password. Additionally, all external users will be required to transmit their data within a WDDX packet to a specified page on the web server. Failure to do so will result in the incomplete transmission of data to the REACS database and REAC's rejection of that data.

Section 3: Data Handling

3.5 User Access

The following is a table of users accepted into the FASS-PH subsystem:

User Information		System Permissions			
Role Code	Role Description	Read	Update	Create	Delete
FIA	PHA Analyst	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PID	PHA Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SMT	PHA Submitter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CPV	CPA/IPA Verifier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
RFA	FASS-PH Financial Analyst	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AM	FASS-PH Assessment Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FID	FASS-PH Financial Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GUS	HUD Guest User	<input checked="" type="checkbox"/>			
MRA	FASS Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

3.6 Error Handling

The FASS-PH subsystem performs client-side validation of all information prior to transmission to the REAC database. This validation confirms that expected fields have numbers, dates, or text as expected by the database. If validation of the information fails, an error page displays in the user's browser window specifying the location of the failure. This validation allows the user to correct the error and resubmit the data without having to re-enter the entire form of data multiple times.

3.7 Data Responsibilities

DCG will be responsible for the maintenance and backup of the REAC production database.

Section 3: Data Handling

3.8 Security

Data transmitted from a PHA submitter to REAC is kept secure by use of a secured Internet connection. This connection and the security involved in it are maintained by the WASS subsystem and are outside the scope of the FASS-PH subsystem.

All information being transmitted through the Internet and Intranet is subject to the user's security settings, which is maintained by WASS. Certain users can access only certain levels of detailed information, as specified by their permissions within the secured system. This prevents data deemed very secure from being transmitted to someone that does not have a pre-determined level of security. The WASS team and DCG maintain user access and system permissions.

Appendix A

APPENDIX A HIGH-LEVEL DATA FLOW DIAGRAM FOR FASS-PH RELEASE 8.1.0.0

